

## Executive Team – minutes

3 March 2022

*Details of attendees are provided at the end of these minutes.*

### 1. Introductions and apologies

Apologies were received from John Kavanagh.

### 2. Declarations of interest

There were no declarations of interest.

### 3. Minutes of the last meeting

The minutes of the last meeting had been approved by email.

### 4. Risk appetite review

Louise Byers presented a report setting out proposed updates to the risk appetite, following on from the report considered at the previous month's meeting and ahead of consideration by Management Board on 21 March.

Louise highlighted that, due to there now being a healthy distribution of risk appetites levels across the various risk appetite areas, it was no longer recommended to change the terminology of the "cautious" risk appetite area to "balanced". Instead, the focus would be on embedding the risk appetite into the organisation to ensure that decisions align to it at all levels, along with communications and cultural change activities to increasing our overall risk maturity throughout the organisation.

#### Decision

ET agreed the recommendations set out in the report, for submission to Management Board.

### 5. DP Reform Proposals

Emily Keaney and Louise Byers presented a report setting out updates on the DP reform proposals following recent meetings with DCMS.

ET particularly discussed:

- The current proposals on Subject Access Requests [REDACTED]

[REDACTED], [REDACTED], [REDACTED]

[REDACTED]

- Key outstanding policy matters [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
- The Parliamentary process at the next steps of the DP reform work and future opportunities for engagement in the process.

ET agreed that it would be useful to include an update on this workstream to the March Management Board meeting.

[REDACTED] Actions

[REDACTED]

**Paul Arnold to provide an update to Management Board on the current status of the DP reform workstream. (Due date: 21/3/22)**

## 6. Update on the work of the Communications and Engagements Board

Angela Balakrishnan presented a report setting out the work of the Communications and Engagement Board (CEB) over the last six months and highlighting key issues which it will explore over the next six months. She particularly highlighted the benefits of the Communications Business Partner model which had been established during this period.

ET particularly discussed the language used in our communications and conversations, and whether this should align to the language from legislation (“controllers”, “processors”, “data subjects”) or plain language (“organisations”, “people”). ET agreed that, whilst the technical language drawn from legislation is appropriate where the specific technical

definitions are particularly relevant to ensure a precise meaning, we should ensure that we are using plain language wherever possible. This needed to be embedded across the organisation, with CEB having a key role in this through the corporate narrative and message book, building on the previous training.

ET also discussed the outreach functions and abilities to identify communities of unmet need. Angela Balakrishnan explained that research was a key part of this, and she would be providing a presentation to ET during March on our research plans for 2022/23.

#### Actions

**Angela Balakrishnan and Jen Green to establish a project to continue to transition terminology towards plain language communications. (Due date: 6/4/22)**

### 7. Data Protection Practitioners' Conference (DPPC) plans

Angela Balakrishnan and Suzanne Forshaw presented a report setting out plans for the DPPC, which would be held during July 2022.

ET discussed the benefits and challenges of hybrid events when compared to in-person or virtual events, in the particular context of the DPPC and plans to launch the ICO Plan later this year. ET also discussed a potential mix of these event types, such as an in-person session for keynotes but virtual workshops.

#### Decision

ET broadly supported option d) set out in the report, to hold DPPC as a virtual event and an additional in-person event for the Commissioner to launch the ICO plan. However, further discussion was needed about the specifics of the DPPC, particularly whether it was feasible to deliver any part of the DPPC as an in-person event.

#### Actions

**Angela Balakrishnan and her team to review plans for DPPC for potential to include an in-person element. (Due date: 6/4/22)**

### 8. Succession planning

Paul Arnold presented a report giving ET visibility of a report on succession planning, which had been considered by Nomination Committee on 8 February.

## 9. Executive Team work programme

Chris Braithwaite presented a report setting out the work programme for future Executive Team meetings.

## 10. Any other business

### ICO Plan

ET noted the Senior Leaders Forum which had been held the previous day, to begin socialising the ICO 25 plan. There had been positive feedback from Directors and Department Heads, ahead of the all-staff briefing later in the day.

## 11. Key messages to staff

The key messages from the meeting would be: updates on progress with DP reform, the accountability of the CEB and the importance of plain language communications, and the outline plans for DPPC.

### Actions

**Chris Braithwaite to liaise with internal comms to publicise the key messages for staff. (Due date: 4/3/22)**

## Attendance

### Members

Paul Arnold (Chair), Claudia Berg, James Dipple-Johnstone, Jen Green, John Edwards, Stephen Bonner, Steve Wood

### Attendees

Angela Balakrishnan, Louise Byers (for items 4 and 5), Emily Keaney (for item 5), Suzanne Forshaw (item 7)

### Secretariat

Chris Braithwaite